

### **MOS 51C Reclassification Instructions:**

Soldiers should check with their Retention NCO and Career Counselors in order to determine if they are eligible to reclassify. Retention NCOs and Career Counselors will provide the Soldier with an initial assessment as to whether or not they meet the prerequisites for MOS 51C and the eligibility requirements for reclassification IAW AR 614-200.

Soldiers that decide that they want to request reclassification must complete the packet in coordination with their Retention NCO and Career Counselors. Once the packet is completed Soldiers should mail the reclassification packet for MOS 51C to the following mailing address:

Director, Army Acquisition Career Management  
USA Acquisition Support Center (USAASC)  
ATTN: Proponent 51C  
9900 Belvoir Road, Bldg 201  
Ft Belvoir, VA 22060

The MOS 51C Proponents contact information can be found at:  
[http://asc.army.mil/career/programs/nco/nco\\_poc.cfm](http://asc.army.mil/career/programs/nco/nco_poc.cfm)

### **MOS 51C Reclassification packet contents:**

- a. Statement from Soldiers Retention NCO or Career Counselor stating that the Soldier has been counseled and that the Soldier has been informed of the prerequisites for reclassification to MOS 51C.
- b. DA Form 4187 – Personnel Action (indicate With or Without Waiver) (see Example)
- c. Copy of a recent updated Enlisted Record Brief (ERB) signed and dated by the Soldier.
- d. Letter/verification of security clearance from Security manager (see – Example)
- e. Soldier's signed memorandum. (See – Example). Soldier's memorandum must address the following information within their memorandum:
  1. Exhibit stability in personal affairs IAW AR 600-20.
  2. Meets height and weight standard IAW AR 600-9.
  3. Ability to maintain a deployable Status IAW AR 40-501.
  4. Meets Service Remaining Requirement (SRR) IAW AR 614-200, chapter 4. (36 months).
  5. No derogatory information in OMPF.
  6. Family Care Plan is current and approved if applicable.
  7. Statement that the Soldier understands the Army's Selective Reenlistment Bonus recovery policy. (See Retention NCO and Career Counselor)

## MOS 51C Reclassification information

f. Commander reclassification endorsement: Commander's endorsement letter must be signed by a LTC/0-5 or above Commander in the Soldiers chain of command. (See – Example) The Commander's endorsement should include the following information about the Soldier:

1. Reclassification recommendation
2. Soldiers current performance and potential.
3. A statement that confirms the statements made by the Soldier in their memorandum based on the Commander's knowledge of the Soldier:
  - a. Soldier exhibits stability in personal affairs IAW AR 600-20.
  - b. Soldier meets height and weight standard IAW AR 600-9.
  - c. Soldier is in a deployable Status IAW AR 40-501.
  - d. Soldier meets Service Remaining Requirement (SRR) IAW AR 614-200, chapter 4.
  - e. Soldier is not pending any UCMJ action and does not have any derogatory information in OMPF.
  - f. Soldier has an updated and approved Family Care Plan if required.
- g. Copy of any College transcript (credits or degree) completion from accredited institutions
- h. Waiver Request: Soldiers can only request a waiver for Time in Service. Waivers for Soldiers with 15 years or more Time in Service will not be approved. No other prerequisites listed for MOS 51C will be considered for waiver. Soldiers that request the TIS waiver must provide rationale for the request in a separate memorandum signed by the Soldier. (See example)
- i. Other information: Soldiers can attach other information documents to their packets not to exceed 5 pages of information that documents any special skills or training that the Soldier would like to highlight for the reviewing official's consideration.